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MEMORANDUM

6 March 1952

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report - Period 28 Feb. - 6 Mar. 1952

I. Completed Projects

None

II. Projects in Process

1. Project 51-3, Summer Seminar on the Near East. Draft memoranda are in preparation which will request the interested offices to nominate their candidates by name and in order of priority. A selection board will be set up for the screening of the most qualified candidates to fill the quota of 12 allotted to the Agency.

2. Project 51-13, Register of Training Activities. Further action upheld pending report from [REDACTED] on the IBM card he has drafted and sent to his supervisors for review and comment.

3. Project 51-26, [REDACTED] Re-drafted 25X1A memo containing summary and recommendations on subject. Prepared draft memo to Intelligence Chiefs of the Army, Navy, and Air Force requesting they inform the D/TR of new [REDACTED] assignments.

4. [REDACTED]

5. Project 52-3, Training Office Section of CIA History. Draft in preparation.

JOB NO. 30X NO. FLD NO. DOC NO. 42 NO CHANGE
IN CLASS/DECLASS CLASS CHANGED TO: TS S CRET. JUST-22
NEXT REV DATE 10 SEP DATE 20/88 REVIEWER 20/88 TYPEDOC. 02
NO. PGS 2 CREATION DATE 08X COMPII OPT II ORG CLASS S
REV CLASSC REV COORD. AUTH: HR 703

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6. Project 52-9, Training for Employee Evaluation. Reviewed material obtained from the Director of Civilian Training, Department of the Navy, and other material secured from the library. Drafted a tentative list of topics to be covered in a supervisory development program. In conversations with [REDACTED] it was decided that [REDACTED] of Personnel, Mr. [REDACTED] should discuss the findings from these reviews and consider the material to be covered in the supervisory development program.

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7. Project 52-11, Special Weapons Orientation Course. No further action can be taken until directions on reporting dates and exact quota are received from [REDACTED] 25X1A9a

III. Newly Assigned Projects

1. Project 52-13, Office of Training Registrar. To prepare a plan for the centralization of registry activities for the Office of Training.

IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-11, Basic Intelligence Course.
5. Project 51-14, Cable Preparation Course.
6. Project 51-20, Administrative Support to Field Training Operations.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
9. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
10. Project 52-5, CIA Employee Improvement.
11. Project 52-8, National Security Presentations.

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